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## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

### *“Honoring California’s Veterans”*

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

### **BUSINESS SERVICE OFFICER II (SUPERVISOR)**

**Permanent, Full-Time**

**Position #573-230-4973-001**

**\$4,216.00 - \$5,079.00 Monthly**

**Location: Veterans Home of California, Yountville  
110 California Drive, Yountville, CA 94599-1414**

**Final File Date: Until Filled**

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments, please visit the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

Under general direction of the Chief, Business Office, the Business Services Officer II (Supervisor) is responsible for the performance of Procurement, Central Warehouse, Property and the Mailroom; includes ensuring the California Department of Public Health and Federal Department of Veterans Affairs standards are maintained in all these areas. The Business Services officer II (Supervisor) must maintain current knowledge of the State of California procurement and contracting policies and ensure policies are current and staff trained to those standards.

- Provides supervision and management over the Purchasing Department. This includes Procurement, Central Warehouse, Property, and the Mailroom. Advises Administrator on all

aspects of the general services operation. Analyzes data and determines staffing requirements. Selects staff and evaluates performance. Manages annual budget estimates, budget change concepts and budget change proposals for the service based on operational need.

- Is responsible for the purchasing and procurement of goods and services in accordance with budget requirements. Coordinates with Administration and Financial Services regarding funds expenditure, integrity and accounting requirements on General and Non-General purchases. Coordinates with service chiefs and managers on the appropriate method of procuring supplies and services. Reviews and advises Administrator on procurement issues, including reviewing/approving Intra-Office Requisitions (Form 5) and purchase orders, ensuring all documents are included and orders meet all State of California regulations. Oversees State required programs such as small/disabled veteran business outreach, buy recycled, and waste reduction/diversion programs. Prepares monthly, quarterly, semi-annual, and annual reports related to procurement. Schedules and monitors annual physical inventory of Central Supply, Central Warehouse and Maintenance Warehouse.
- Coordinates activities of the Purchasing Department with service chiefs, directors and other services of operations under the Administrator. Determines priorities and develops, implements and evaluates Purchasing Department objectives. Develops and implements policies and procedures for the Purchasing Department. Ensures policies and procedure documents are current and essential for services for the orderly operations of the facility. Participates in and chairs committees as well as represents areas under supervision in the Non-Clinical Quality Improvement Committee, Health and Safety Committee, and Donations and Employee Housing Committee.
- Other related duties.

### How To Apply:

Visit the CalHR website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville, Human Resources – Testing Unit, 110 California Drive, Yountville, CA 94599-1414.**

**Note:** In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #573-230-4973-001.

### Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Human Resources Office, at (707) 944-4550. CA RELAY SERVICE: (800) 735-2929.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 573-230-4973-001 RELEASED: 11.28.12